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ABSTRACT

This Technical Committee Report prepared by industry representatives in Idaho lists the skills currently necessary for an employee in that state to obtain a job in dental assisting, retain a job once hired, and advance in that occupational field. (Task lists are grouped according to duty areas generally used in industry settings, and are used as the basis for modules in the statewide curriculum guide development process and for generating student profiles.) The first section of the guide is the task profile, which provides the Idaho code number for the occupation and outlines major concepts/content, laboratory activities, teaching considerations, and intended outcomes. The guide then lists 13 task areas with subtasks (competencies) for dental assisting: employability skills; general office procedures; structures, and functions, and pathologies of dental and general anatomy; dental instruments and equipment; microbiology, disease prevention, and infection control; pharmacology and anesthesia in dentistry; chairside assisting; dental office emergency care and cardiopulmonary resuscitation; dental radiographic procedures; dental materials; preventive dentistry; legal and ethical responsibilities of dental health care workers; and sexually transmitted diseases. (KC)

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Vo.Ed. 258T

TECHNICAL COMMITTEE REPORT FOR

FUNDAMENTALS OF DENTAL ASSISTING

Invest in Success

IDAHO VTE VOCATIONAL TECHNICAL EDUCATION

STATE DIVISION OF VOCATIONAL EDUCATION

U.S. DEPARTMENT OF EDUCATION
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INTRODUCTION

The curriculum development process undertaken by the Idaho Division of Vocational Education involves the active use of industry personnel. Industry personnel comprise the sole membership on Technical Committees which are responsible for the development of Task Lists for each program. A Technical Committee Report is prepared on completion of the Committee's assignment. This publication is the Technical Committee Report.

The Task List prepared in the Technical Committee Report reflect the current trends and skills necessary for an employee to: 1) Obtain a job in Idaho's industry, 2) retain a job once hired, and, 3) to advance in the occupational field. Task Lists are grouped according to Duty areas generally used in industry settings. Duty areas are used as the basis for modules in the Statewide Curriculum Guide development process. The Technical Committee segment is the single most significant step in the curriculum development process. All future curriculum activities are predicated on the premise that an accurate picture of industry needs are reflected in the Task List.

Instructional personnel are selected to develop the Statewide Curriculum Guide. These instructors write Performance Objectives for each Task and the subsequent Enabling Objectives for each Performance Objective. The committee members prepare all material in a competency-based format so as to have an effective and efficient methodology for determining student progress. The Statewide Guides are designed as the prime determiner of program content. All programs must follow the established Guide in order to be approved for operation. Any deviation from this Guide requires written approval from the respective program supervisor at the Division of Vocational Education. It is not the intent of the Division that all programs be designed to be exactly the same, but assurance is needed to ensure that the program meets the minimum standards for operation, based on the community needs, equipment, and facilities available to the local school or institution.

The Technical Committee Report does not dictate the level of instruction The Task List developed represents the entire occupational field. Schools and Institutions determine what skills can be taught and what depth of instruction can be provided. They must choose the Tasks to be taught from the Technical Committee Report but are free to determine how many or which ones can be incorporated into their program.

The Technical Committee Report is also used as the primary list for generating Student Profiles. These Profiles are used as a cumulative record of each student's progress. They are printed in a folder format and have levels of performance scales for each Task so that student competence can be recorded for individual skills or tasks. This document will become the main component for Articulation activities in the event that the student desires to go on for additional training or education.

ACKNOWLEDGEMENTS

The Technical Committee process involves personnel from industry who are selected by the Division with assistance from the State Council on Vocational Education. People who serve on the Committees are nominated by local administrators. They generally come from local advisory committees for existing Vocational Education programs or are community representatives in a capacity to provide the necessary information about industry needs. These people serve with the approval of their employers and give their time and energies to the project without cost. The Division provides reimbursement for per diem and travel. We are indebted greatly to these industry representatives and to their employers for the resources so freely given to the pursuit of ensuring that Idaho students receive the most current training and education possible and that which is demanded by industry.

To this end, the Division recognizes the following people who served on the Technical Committee: Dr. Richard Smart, Coeur d' Alene; Dr. Curtis Eastin, Coeur d' Alene; Dr. Skip Pierce, Boise; Dr. Lon Blair, Boise; Dr. Timothy Thompson, Twin Falls; Janet Ingrao, Nampa; Debbie Russell, Boise; Dr. Anthony Wolff, Nampa; Jerry Davis, Boise; Sylvia Boyle, Boise; and Denise Bowen, Pocatello. Special recognition is extended to members of the dental community who served on the curriculum committee to write the materials: Denise Bowen, Kelly Reich, LuAnn Spain, Carlene Paarman, Carole Christie, and Carole Kawamura.

Your support and assistance was very greatly appreciated. Your patience for enduring the educational process is also noted. The students and instructional staff will be much more able to accomplish their respective goals as a result of your contributions.

Dorothy Witmer, Supervisor
Health Occupations Education

Don Eshelby
Director of Program Services

CURRICULUM FRAMEWORK

PROGRAM AREA: Health Occupations

STATE DIVISION OF VOCATIONAL EDUCATION

EFFECTIVE DATE: June 1991

PROGRAM TITLE: Fundamentals in Dental Assisting

IDAHO CODE NUMBER: 2011

CIP CODE #: 17.0101

I. MAJOR CONCEPTS/CONTENT: The program is designed to prepare students for employment as dental assistants and dental auxiliaries (dental assistants) or to provide supplemental training for persons previously or currently employed in this occupation and to take the National Board Examination for Dental Assistants. The program should meet the requirements of the [American Dental Association] and standards recommended by the Idaho Board of Dentistry.

The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

Reinforcement of basic skills in English, mathematics and science appropriate for the job preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Students are provided with realistic clinical/laboratory experiences during an externship in dental offices and clinics as a part of this program.

III. SPECIAL NOTE: The Vocational Industrial Clubs of America, is an appropriate vocational student organization for providing leadership training experiences and for reinforcing specific vocational skills. When provided, these activities are considered an integral part of this instructional program.

The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: a training plan signed by the student, the instructor, and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

The approximate length of this program for the average achieving student is 40 hours or certificate of program completion.

IV. **INTENDED OUTCOMES: After successfully completing this program, the student will be able to:**

01. **Demonstrate employability skills.**
02. **Perform general office procedures.**
03. **Identify structures and explain functions and pathologies of dental and general anatomy.**
04. **Identify, describe, and maintain dental instruments and equipment.**
05. **Identify principles of microbiology and disease prevention and perform infection control procedures.**
06. **Identify the functions of pharmacology and anesthesia as they relate to dentistry.**
07. **Perform chairside assisting and expanded functions.**
08. **Assist in administering dental office emergency care and cardiopulmonary resuscitation.**
09. **Identify and perform dental radiographic procedures.**
10. **Identify properties, uses, and manipulate of dental materials.**
11. **Describe and perform principles of preventive dentistry and techniques.**
12. **Describe the legal and ethical responsibilities of the dental health care worker.**
13. **Demonstrate knowledge of sexually transmitted diseases, including AIDS.**

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATA: June 1991

PROGRAM AREA: Health Occupations IDAHO CODE NUMBER: 2011

PROGRAM TITLE: Dental Assisting CIP CODE #: 17.0101

01.0 DEMONSTRATE EMPLOYABILITY SKILLS - The student will be able to:

- 01.01 Conduct a job search.
- 01.02 Secure information about a job.
- 01.03 Identify documents that may be required when applying for a job.
- 01.04 Complete a job application.
- 01.05 Demonstrate acceptable behavior in job interview techniques.
- 01.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 01.07 Identify acceptable work habits.
- 01.08 Demonstrate knowledge of how to make job changes appropriately.
- 01.09 Demonstrate acceptable employee health habits.

02.0 PERFORM GENERAL OFFICE PROCEDURES - The student will be able to:

- 02.01 Maintain appointment control.
- 02.02 Maintain an active recall system.
- 02.03 Prepare and maintain accurate patient records.
- 02.04 Prepare and maintain patient financial records, collect fees.
- 02.05 Prepare and maintain office financial records.
- 02.06 Prepare and maintain dental office inventory control and purchasing.
- 02.07 Demonstrate public relations responsibilities of the secretary/receptionist.
- 02.08 Demonstrate skills on office equipment.
- 02.09 Maintain office environment.
- 02.10 Receive and dismiss patients and visitors.

03.0 IDENTIFY STRUCTURES AND EXPLAIN FUNCTIONS AND PATHOLOGIES OF DENTAL AND GENERAL ANATOMY - The student will be able to:

- 03.01 Identify structures and functions of head and neck anatomy including bones, muscles, sinuses, salivary glands, nerves and vessels.
- 03.02 Identify embryonic development of head, oral cavity, and teeth.
- 03.03 Identify teeth and their landmarks.
- 03.04 Describe the historical components of the head, oral cavity, and elements of the teeth and supporting structures.
- 03.05 Recognize and describe oral pathological conditions.

04.0 IDENTIFY, DESCRIBE, AND MAINTAIN DENTAL INSTRUMENTS AND EQUIPMENT - The student will be able to:

- 04.01 Identify various types, functions and operations of dental operatory and laboratory equipment.
- 04.02 Identify types and functions of various dental instruments.
- 04.03 Maintain dental operatory equipment and instruments.

05.0 IDENTIFY PRINCIPLES OF MICROBIOLOGY AND DISEASE PREVENTION AND PERFORM INFECTION CONTROL PROCEDURES - The student will be able to:

05.01 Differentiate between pathogenic and non-pathogenic microorganisms.
05.02 Describe pathogens and modes of disease transmission.
05.03 Differentiate between aseptic and non-aseptic environments.
05.04 Perform aseptic handwashing technique.
05.05 Describe methods of disinfection and sterilization.

06.0 IDENTIFY THE FUNCTIONS OF PHARMACOLOGY AND ANESTHESIA AS THEY RELATE TO DENTISTRY - The student will be able to:

06.01 Identify drug requirements, agencies, and regulations.
06.02 Prepare and record a drug prescription.
06.03 Identify drug actions, side effects, indications and contraindications.
06.04 Identify common drugs used in dentistry.
06.05 Prepare and apply topical anesthetic agent.
06.06 Identify properties of anesthetics.
06.07 Prepare syringes for the administration of local anesthetics.
06.08 Monitor nitrous oxide-oxygen conscious sedation.

07.0 PERFORM CHAIRSIDE ASSISTING AND EXPANDED FUNCTIONS - The student will be able to:

07.01 Apply principles of four handed dentistry.
07.02 Evacuate and maintain the operating field.
07.03 Perform expanded functions as permitted by the Idaho Board of Dentistry.
07.04 Assemble instruments and assist in general/and specialty dental procedures.

08.0 ASSIST IN ADMINISTERING DENTAL OFFICE EMERGENCY CARE AND CARDIOPULMONARY RESUSCITATION - The student will be able to:

08.01 Describe dental office emergencies and their prevention and treatment.
08.02 Assist and maintain medical emergency care to include cardiopulmonary resuscitation.

09.0 IDENTIFY AND PERFORM DENTAL RADIOGRAPHIC PROCEDURES - The student will be able to:

09.01 Describe history, physics and biological effects of ionizing radiation.
09.02 Identify parts of the X-ray machine including accessories.
09.03 Demonstrate radiologic health protection techniques.
09.04 Perform dark room/processing procedures, mix solutions.
09.05 Expose radiographs utilizing intro-oral/extra-oral techniques.
09.06 Identify radiographic anatomical landmarks.
09.07 Mount radiographic surveys.
09.08 Maintain unexposed film inventory and storage.

10.0 IDENTIFY PROPERTIES AND USES, AND MANIPULATE DENTAL MATERIALS - The student will be able to:

10.01 Identify properties and uses and manipulate gypsum.
10.02 Identify properties and uses and manipulate restorative materials.
10.03 Identify properties and uses and manipulate dental cements.
10.04 Identify properties and uses and manipulate impression materials.
10.05 Identify properties and uses and manipulate acrylics and/or thermoplastics.
10.06 Identify properties and uses and manipulate waxes.
10.07 Perform dental laboratory procedures to include the fabrication of casts, custom trays and/or temporary crowns and bridges.

11.0 DESCRIBE PRINCIPLES AND PERFORM TECHNIQUES OF PREVENTIVE DENTISTRY - The student will be able to:

11.01 Identify and instruct patients on applicable methods of preventive dentistry.
11.02 Prepare set up for oral prophylaxis and anticarcinogenic treatments.
11.03 Identify the elements of nutrition, basic food groups and acceptable diets.
11.04 Identify deficiencies
11.05 Formulate and present diets to address specific dental needs.

12.0 DESCRIBE THE LEGAL AND ETHICAL RESPONSIBILITIES OF THE DENTAL HEALTH CARE WORKER - The student will be able to:

12.01 Define commonly used legal vocabulary relating to dentistry.
12.02 Describe legal and ethical considerations/obligations in the dental team-patient relationship.
12.03 Explain risk management.

13.0 DEMONSTRATE KNOWLEDGE OF SEXUALLY TRANSMITTED DISEASES, INCLUDING AIDS - The student will be able to:

13.01 Distinguish between fact and fallacy about the transmission and treatment of sexually transmitted diseases.
13.02 Identify community resources and services available to the victims of sexually transmitted diseases.
13.03 Identify at risk behaviors which promote the spread of aids and the public education necessary to combat the spread of sexually transmitted diseases.
13.04 Apply infection control techniques designed to prevent the spread of sexually transmitted diseases to the care of all patients following Centers for Disease Control (CDC) guidelines.

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